



Montana Operations Manual

Advisory

Effective Date

September 6, 2012

Last Revised

NA

Issuing Authority

State of Montana Chief Information Officer

Information Technology Project Reporting Requirements

The State CIO's office is responsible for providing agency information technology (IT) project information to the Legislative Finance Committee (LFC). (2-17-505, 2-17,512, 2-17-513, and 2-17-521, MCA). My office works with the agencies to obtain high-level project information and generates the IT Project Portfolio Report. This report is submitted to the Legislative Finance Division (LFD) and posted to the legislative website prior to each meeting. If you would like to see the June 2012 report, that website is:

http://leg.mt.gov/css/Committees/Administration/Finance/2013_lfc_default.asp

As you may have already heard, the LFC requires that IT projects that meet one of the following criteria be reported to them via the State CIO:

1. Project estimate is at least \$500,000 for development. **Estimated development costs include: costs for internal staff, vendor contracts, equipment and software;**
2. Project is included in the bill that provides resources for long-range IT;
3. Project is potentially of enterprise interest or need; or
4. Request from the LFC to include the project on the report.

The attached memo from the LFD to the LFC provides additional details.

Agency Action Item:

Please review your agency's IT projects – those in progress as well as ones that are about to start. If you have an IT project that meets any of the four criteria above that isn't currently being reported to the LFC, please let the State PMO know so they can assist you in getting started with reporting. You can either email StateTPMO@mt.gov or call: Anita Bangert (406) 444-2662, Tammy Stuart (406) 444-2471.

Please address any questions or concerns to:

Policy Manager
PO Box 200113
Helena, MT 59620-0113
Tel: (406) 444-2700
Fax: (406) 444-2701

SITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>)

Attachment: Criteria for Placement on the IT Project Portfolio Listing

Advisory Disposition: No Retention Required.